



JOB DESCRIPTION

Position Title: **Associate Technician
Review**

Working Area: **Development**

Class Code: 3012 Non-Exempt EEO Code: 06 Effective Date: August 29, 2002

Major Function

Work involves the tracking, coordination, processing and administrative activities relating to development applications, concurrency, and impact fees, including distribution of materials to various County staff and to city personnel within the County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists with the processing and tracking of all types of site, subdivision and other permit application packages. Reviews applications for concurrency and assists with the processing and distribution of these applications.

Completes technical work to assist in the assessment and collection of impact fees.

Enters records of project review activity into tracking system, and maintains status records throughout the life of the project, for the purpose of monitoring compliance and commitments.

Distributes site plan and subdivision review packages to various reviewers in the Division and the Department, and to outside reviewers in a timely manner, to provide for deadline compliance.

Assists customers by distributing procedure manuals, locating information in the manuals, and by answering specific questions about various review processes.

Assists in the generation of notices and reports for concurrency applicants to explain the timing and requirements, and collect fees. Assists in the annual concurrency "rollover" procedure by providing support services such as filing data input and distribution, and collection of information.

Assists with the coordination of the affordable housing incentive program, and with associated tracking systems.

Conducts technical review relating to legal descriptions as needed for filing documents in the official property records.

Participates in the pre-application conference and project review team meetings, to contribute information on various issues that have been identified.

Performs project application intake for all types of projects reviewed by the Division and works with applicants at the counter and on the telephone to answer questions about the review process.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Associate Technician**

Page 2

Working Area: **Development**

Review

Minimum Qualifications

Requires a basic knowledge of planning, zoning, concurrency and impact fees. Must have knowledge of administrative procedures used in development review process. Must have knowledge of personnel computers and associated software. Must possess knowledge of mathematical calculations and processes.

Requires the ability to research property records, and to generally understand building plans and governmental financial operations. Also requires the ability to communicate effectively both orally and in writing. Must possess the ability to establish good working relationships with co-workers, managers, applicants and the general public.

High School Diploma or GED and two years of responsible experience in plan review, planning or zoning, bookkeeping or accounting.

Must have the ability to type 35 correct words per-minute.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment is primarily an office setting, requiring the incumbent to perform the following physical activities: sitting, standing, stooping, bending and kneeling within the normal activities of this position. Position function requires some lifting or carrying of 25 pounds or less is necessary.